Federal Communications Commission
Telecommunications Certification Bodies
Web User Manual

Contract Number FCC 96-06
Task 2000-11

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FINAL

Version 1.0

June 2001

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1. INTRODUCTION

This document provides the user with general information that will be of assistance in using the Telecommunications Certification Bodies (TCB) WEB application. Included are procedures for accessing the site as a TCB and an Accreditor:

- Applying for a new Grantee Code (Section 2-1);
- Completing an FCC Remittance Form 159 for a Grantee Code (Section 2-2);
- Performing Searches (Section 2-4)
- Registering a TCB (Section 3-2);
- Completing Form 731(Section 4-2);
- Adding Attachments (Section 4-3);
- Submitting and responding to correspondence (Section 4-4);

1.1 OET Telecommunications Certification Bodies Web Site

The OET TCB web site allows approved TCB sites to electronically complete and submit an application for a three-character Grantee Code and for Equipment Authorization (FCC ID #) from the FCC, in order to legally market equipment that is subject to certification in the United States. Applicants must obtain the Grantee Code prior to submitting the Equipment Authorization request. There are also options available for the Accreditors to allow modifying and updating TCB information for those that they oversee. The web address is http://www.fcc.gov.

To access the OET TCB web page, from the FCC's web page, click on the E-filing hyperlink, when the FCC Electronic Filing and Public Access Systems page opens, click on the OET TCB/Accreditor Electronic Filing hyperlink or the alternate link at the end of the same paragraph.

1.2 System Requirements

The minimum requirements to run the TCB web application is as follows:

133 or better microprocessor
8 MB or higher RAM
15" monitor
Netscape 4.03 or higher
Internet Explorer 4.0 or higher

1.3 Downloading Instructions

To download instructions on how to use the TCB web application, click on the Download Instructions hyperlink. Adobe Acrobat Reader will open the TCB web application user manual. The manual may be viewed on-line, it can be printed or saved.

1.4 Downloading Required Software

The TCB web application uses the following software:

- Adobe Acrobat Reader
- Internet Explorer

- Netscape

NOTE: If you choose to pay electronically to obtain a Grantee Code, you must have the 128-bit encryption version of Netscape Navigator or Internet Explorer.

To download any of the above necessary software click on the Download Software hyperlink.

1.5 Frequently Asked Questions

Frequently Asked Questions (FAQ's) have been provided for quick help. To access the FAQ page click on the TCB FAQ hyperlink available at the OET TCB/Accreditor Electronic Filing web page.

2. OET TELECOMMUNICATIONS CERTIFICATION BODIES (TCB) WEB SITE

Welcome to the World Wide Web based application for TCB. From this application, users have the ability to:

- Applying for a new Grantee Code (Section 2-1);
- Completing an FCC Remittance Form 159 for a Grantee Code (Section 2-2);
- Performing Searches (Section 2-4)
- Registering a TCB (Section 3-2);
- Completing Form 731(Section 4-2);
- Adding Attachments (Section 4-3);
- Submitting and responding to correspondence (Section 4-4);

2.1 Applying for A New Grantee Code (Grantee Registration)

Before an application can be filed with the FCC, a company must have a unique FCC assigned Grantee Code. This code is assigned to a specific company at a specific address and is used as the first three characters of an FCC Identification number (FCC ID).

To apply for a new Grantee Code, click on the Grantee Registration hyperlink. A reminder that the Grantee Code must be paid within 30 days in order for it to remain valid appears. To proceed, click on the **OK** button.

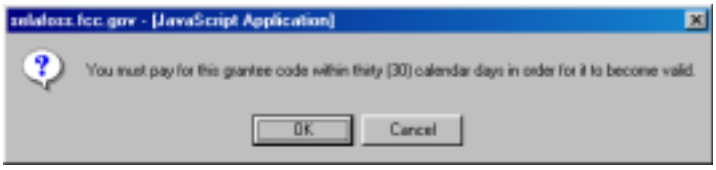


Exhibit 2-1 Grantee Payment Reminder

Once the **OK** button is clicked the FCC Grantee Registration Form opens.

Exhibit 2-2 Grantee Registration Form

The following fields appear on the form:

Field	Definition
1. Grantee's complete, legal business name	
The user must fill all fields marked with an asterisk (*).	
Business Name*	Enter the applicant's full name.
2. Grantee's mailing address	
Line 1*	Enter the applicant's mailing address.
Line 2	Enter the applicant's mailing address (if applicable).
P.O. Box	If a post office box is provided, enter it into this field.
City*	Enter the applicant's city.
State	Select the applicant's state from the drop down menu.
Country	If the firm is located outside the United States of America, enter the country name in this field.
Zip/Postal Code	Enter the zip/postal code. This is an alpha-numeric field.
3. Contact Information	
First Name*	Enter the contact's first name.
Middle Initial	Enter the contact's middle initial, if provided.
Last Name*	Enter the contact's last name.
Telephone Number*	Enter the contact's complete telephone number. This is

Field	Definition
	an alpha-numeric field. Enter the contact's telephone extension, if one is provided.
Title*	Enter the contact's title (e.g., Senior Product Engineer).
Fax Number*	Enter the contact's fax number. This is an alpha-numeric field.
E-mail*	Enter the contact's e-mail address. The e-mail address format is as follows: name@company.ext
Mail Stop	Enter the contact's mail stop. This is useful when the mailing address is to a large company and the contact has an office or cubicle within the building that is not a part of the normal mailing address.
4. FCC Registration Number (FRN)	
FRN Number **This is not the same as a TIN, EIN or a Correspondence Reference Number.	Enter the 10 digit numeric code obtained when first registered with FCC. This field is not required at this time. However, it may be required in future submissions. It is strongly recommended that all Applicants obtain and specify the FRN number when completing this application. To obtain an FRN number, click on the Get FRN hyperlink.

Once all the fields have been filled in, click on the **CONTINUE** button. The application will verify that all the fields were properly completed. If any of the required fields were not properly filled in, a window will appear stating the missing required field(s).

If there are applicants with similar names on file with the FCC, a list of those applicants and their Grantee Codes appear. Review the list to determine if a Grantee Code was previously assigned to the applicant for which a code is now being requested. If a Grantee Code was previously assigned, use that code to submit Form 731. If a Grantee Code was not previously submitted click on the **CONTINUE SUBMISSION** button.

Exhibit 2-3 Grantee Code Verification

Once the **CONTINUE SUBMISSION** button is clicked, an FCC Grantee Registration Confirmation window appears. This window provides the new Grantee Code, date of submission and the applicant's name.

Exhibit 2-4 Grantee Registration Confirmation

To complete the grantee submission and proceed to the FCC Fee Remittance Form 159 click on the **COMPLETE SUBMISSION** button.

2.2 Completing an FCC 159, Fee Remittance Advice

A fee is required for each Grantee Code assignment and may be paid electronically, by mail or hand delivery.

The FCC fee payment process is initiated immediately after completing the grantee registration by clicking on the **COMPLETE SUBMISSION** button.

The Electronic Form 159 log-in window appears.

Exhibit 2-5 Electronic Form 159

To complete Form 159, click on the Payer hyperlink at the bottom of the screen.

Update and verify the Payer's information including entering the Payer's Tax Identification Number (TIN). If the Payer is in any country other than the USA, use all 9s for the Payer TIN blocks. All information must be filled in to proceed. To continue click on the **UPDATE** button.

A payment summary window appears with the appropriate amount due.

Exhibit 2-6 Payment Summary

To complete the FCC 159 form, click on the **VIEW FORM 159** button. An Adobe Acrobat Reader window will appear. Click in the **OPEN IT** checkbox and click on the **OK** button.

Form 159 will open in Adobe Acrobat Reader pre-filled with all the applicant's information. This information can not be modified. To complete the process, print out Form 159 by clicking on the Print icon or by selecting Print from the File menu option. The form is now ready to be submitted.

2.2.1 Electronic Payments

To submit payments electronically proceed to Form 159 and follow all the steps in Section 2.2. However, at the payment summary window click on the **PAY NOW** button.

NOTE: If you choose to pay electronically, you must have the 128-bit encryption version of Netscape Navigator or Internet Explorer.

2.2.2 Paying by Mail

To submit payments by mail proceed to Form 159 and follow all the steps in Section 2.2. Mail the 159 form and payment to the following address:

Federal Communications Commission
Equipment Approval Services
P.O. Box 358315
Pittsburgh, PA 15251-5315

2.2.3 Hand Delivering a Payment

To hand deliver or to use a courier service, proceed to Form 159 and follow all the steps in Section 2.2. Deliver the 159 form along with payment double enveloped as follows:

1. Address an envelope with the following address:

   Federal Communications Commission
   Equipment Approval Services
   P.O. Box 358315
   Pittsburgh, PA 15251-5315

2. Place in an outer envelope with the following address:

   Federal Communications Commission
   c/o Mellon Bank
   Mellon Client Service Center
   500 Ross Street
   Room 670
   Pittsburgh, PA 15262-0001

Hand deliver or submit to the Ross Street address.

2.3 Accreditor List

Users may obtain a report listing all approved Accreditors. To view the report, click on the Accreditor List hyperlink.

The report contains the Accreditor's Name, Address, Country, Contact, Phone Number, Fax Number and email address.

2.4 Performing Searches

The TCB web application allows users to perform the following searches:

TCB Search:	Searches for TCB's with approved scopes based on entered search criteria.
Generic Search:	Searches for granted applications based on entered search criteria.
Grantee Search:	Searches for Grantee Codes and Company Names based on entered search criteria.
Test Firm Search:	Searches for approved Test Firms based on entered search criteria.

2.4.1 Performing a Generic Search

To perform a generic search of granted applications, click on the Generic Search hyperlink.

The Generic Search form appears.

Exhibit 2-7 Generic Search Form

The following fields appear on the form:

Field	Definition
Grantee Code	Enter the three-character Grantee Code assigned by the FCC (the first three characters of the FCC ID). There are no numbers one and/or zero in a Grantee Code.
Equipment Product Code	Enter the Equipment Product Code, including any dashes (all remaining characters of the FCC ID following the Grantee Code).
Applicant Name	Enter a partial or complete applicant's name.
Equipment Class	Select from the drop down list the appropriate equipment class.
TCB Name	Select from the drop down list the TCB's name. (Applies to TCB applications only)
Frequency Range in Mhz	Enter the frequency range in Mhz
Grant date range	Enter the date range (mm/dd/yyyy) the grant was issued.
TCB Scope	Select from the drop down list the TCB Scope search criteria. (Applies to TCB applications only)

Once the search criteria fields are complete and the **START SEARCH** button has been clicked, the Generic Search Report window appears. The "Show___Records at a Time" can be increased to 99.

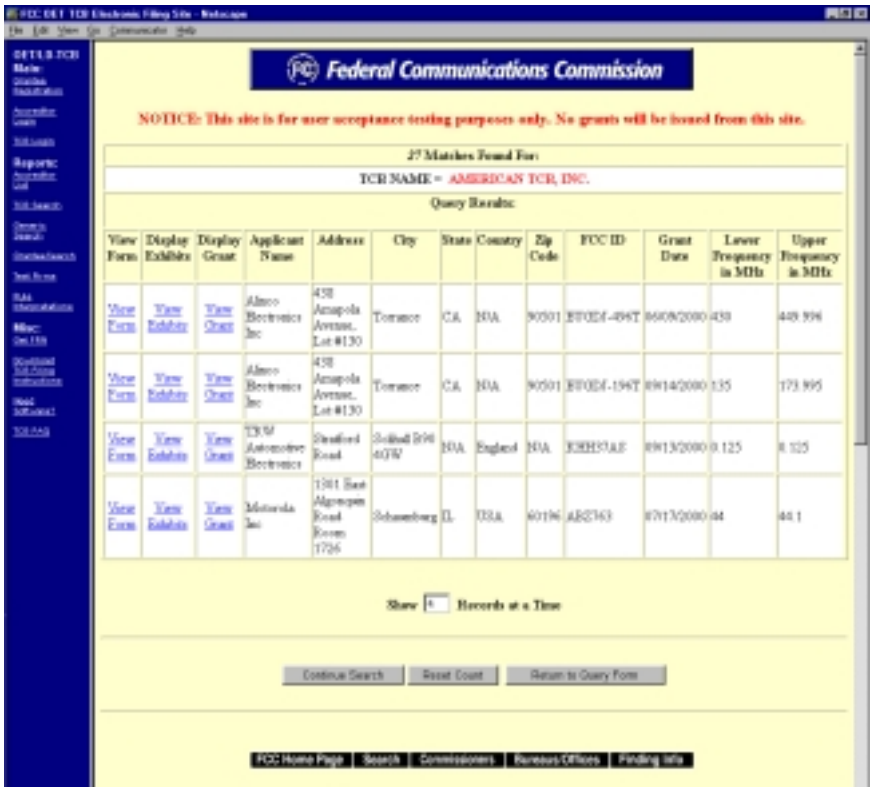


Exhibit 2-8 Generic Search Report

This report includes a list of all granted applications matching the search criteria specified.

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the amount of records shown at the same time back to one.
Return to Query Form	Click this button to return to the Generic Search form and specify different search criteria.

2.4.2 Performing a Grantee Search

To perform a grantee search, click on the Grantee Search hyperlink.

The Grantee Search form appears:

Exhibit 2-9 Grantee Search Form

The following fields appear on the form:

Field	Definition
Grantee Name	Enter the applicant's name.
Grantee Code	Enter the three-character Grantee Code assigned by the FCC (the first three characters of the FCC ID).
City	Enter the TCB's city.
State	Select from the drop down list the applicant's state.
Zip/Postal Code	Enter the zip/postal code. This is an alpha-numeric field.
Country	If the firm is located outside the United States of America, enter the country name in this field.

Once the search criteria fields are complete and the **START SEARCH** button has been clicked, the Grantee Search Report appears.

Exhibit 2-10 Grantee Search Report

This report includes a list of all applications matching the search criteria.

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the amount of records shown at the same time back to one.
Return to Query Form	Click this button to return to the Grantee Search form and specify different search criteria.

2.4.3 Performing a TCB Search

To perform a TCB search, click on the TCB Search hyperlink.

The TCB Search form appears:

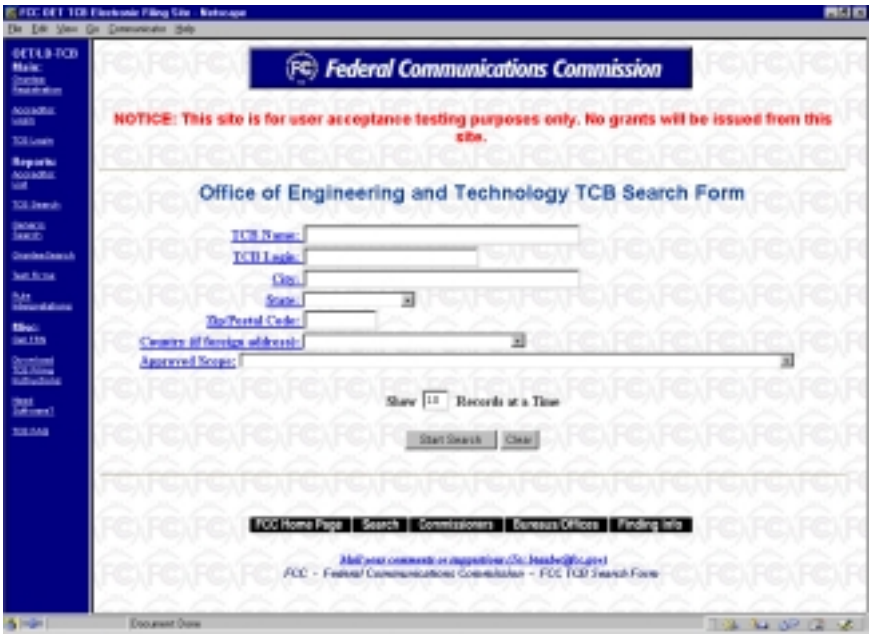


Exhibit 2-11 TCB Search Form

The following fields appear on the form:

Field	Definition
TCB Name	Enter the TCB's name.
TCB Login	Enter the TCB's login.
City	Enter the applicant's city.
State	Select from the drop down list the TCB's state.
Zip/Postal Code	Enter the zip/postal code. This is an alpha-numeric field.
Country	Select from the drop down list the TCB's country.
Approved Scope	Select from the drop down list the TCB's approved scope.

Once the search criteria fields are complete and the **START SEARCH** button has been clicked, the TCB Search Report appears.

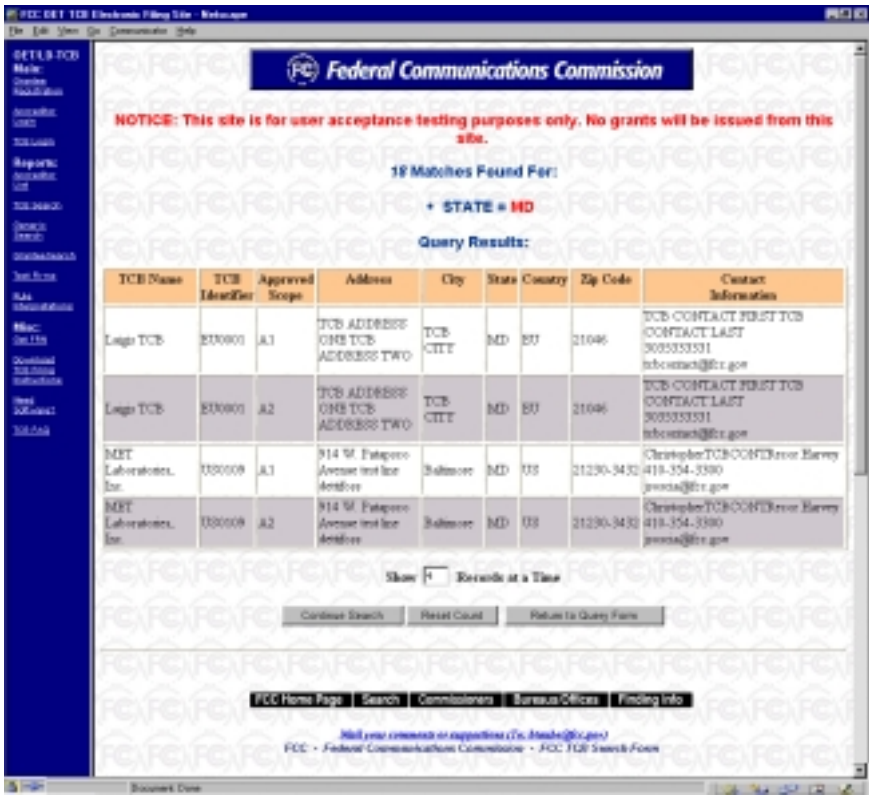


Exhibit 2-12 TCB Search Report

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the amount of records shown at the same time back to one.
Return to Query Form	Click this button to return to the TCB Search form and specify different search criteria.

2.4.4 Performing a Test Firm Search

To perform a Test Firm search, click on the Test Firm hyperlink.

The Test Firm Search form appears:

Exhibit 2-13 Test Firm Search Form

The following fields appear on the form:

Field	Definition
Test Firm	Enter the Test Firm's name.
State of Test Firm	Select the Test Firm's state from the drop down menu.
Country of Test Firm	Enter the Test Firm's Country.

Once the search criteria fields are complete and the **START SEARCH** button has been clicked, the Test Firm Search Report appears.

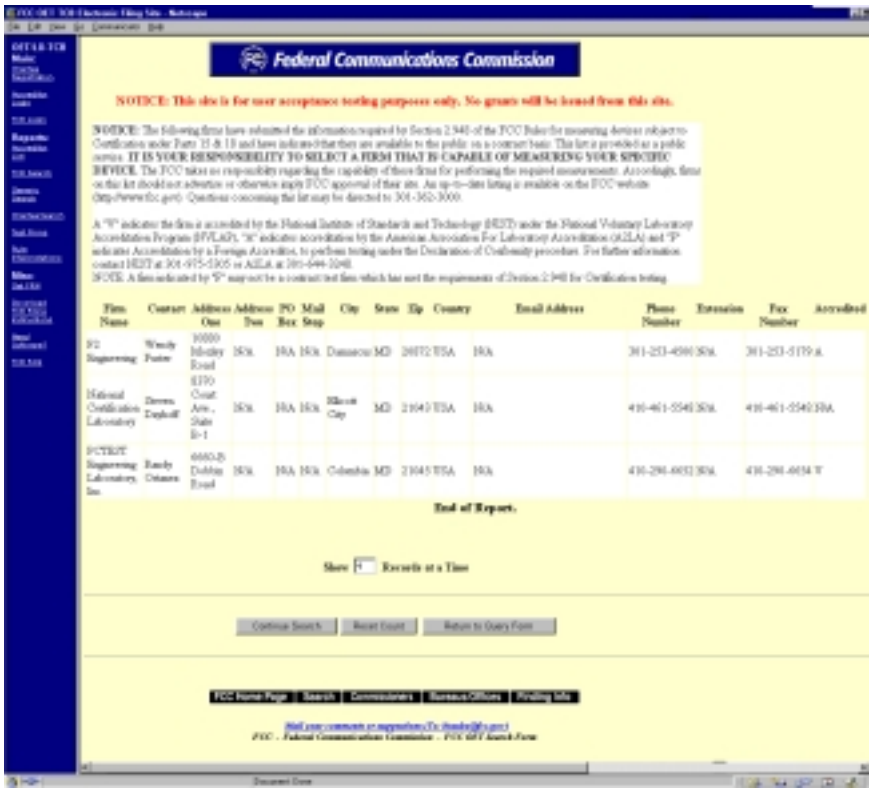


Exhibit 2-14 Test Firm Search Report

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the amount of records shown at the same time back to one.
Return to Query Form	Click this button to return to the Test Firm Search form and specify different search criteria.

2.5 FCC Rule Interpretations

The TCB web application provides users with the capability of viewing interpretations of FCC Rules that have been previously addressed by the public. Two search options are available:

- FCC Rule Interpretations Index Query – Performs a category search. The search results will list documents that contain the category criteria.
- FCC Rule Interpretations Full Text Search – Performs a full text search. The search results will list all documents that contain the entered text criteria.

To view interpretations, click on the Rule Interpretations hyperlink.

2.5.1 FCC Rule Interpretations Index Query

The FCC Rule Interpretations Index Query window provides the user with the ability to better tailor the search.

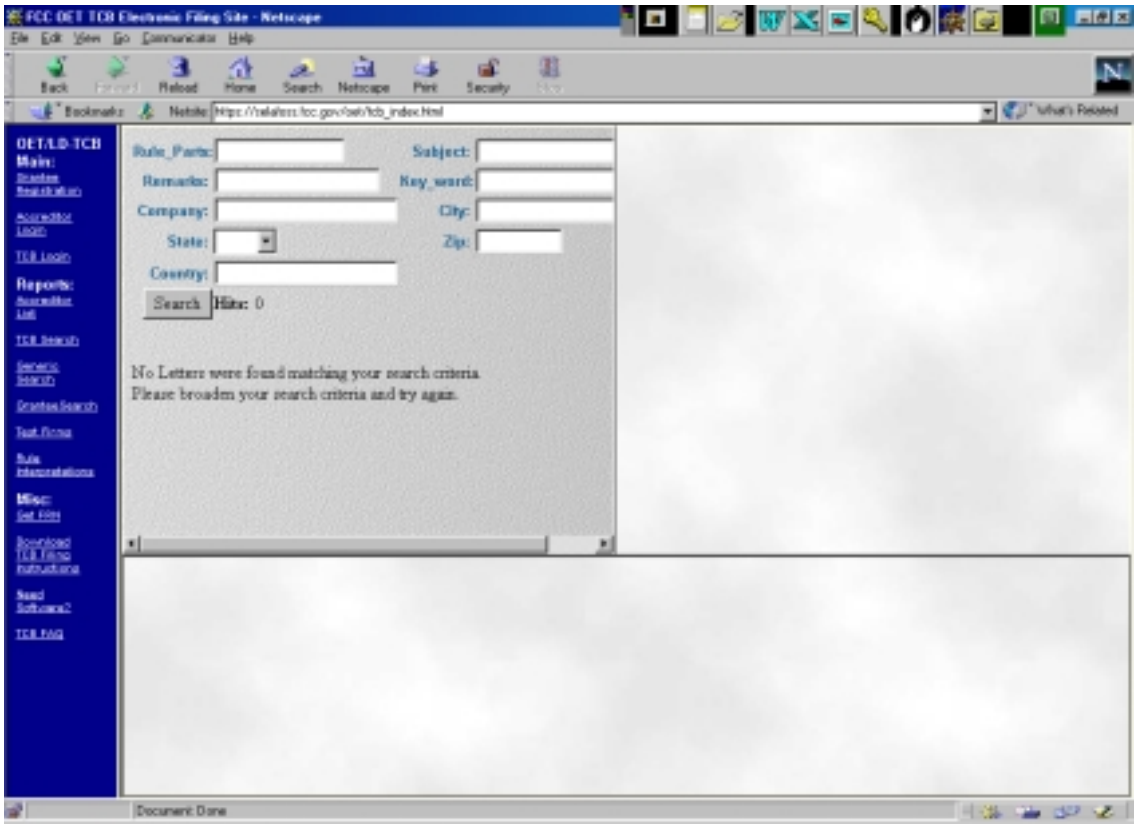


Exhibit 2-15 FCC Rule Interpretations Index Query

The following fields appear on the form:

Field	Definition
Rule Parts	Enter the desired Rule Part.
Subject	Enter the desired subject.
Remarks	Enter the desired remark.
Keyword	Enter the desired keyword.
Company	Enter the name of the desired company.
City	Enter the desired city.
State	Select the desired state from the drop down menu.
Zipcode	Enter the desired zip/postal code. This is an alpha-numeric field.
Country	Enter the desired Country's name.

To perform a search, type a word or several words in the search field and click on the **SEARCH** button. All matching documents containing the entered criteria will be listed.

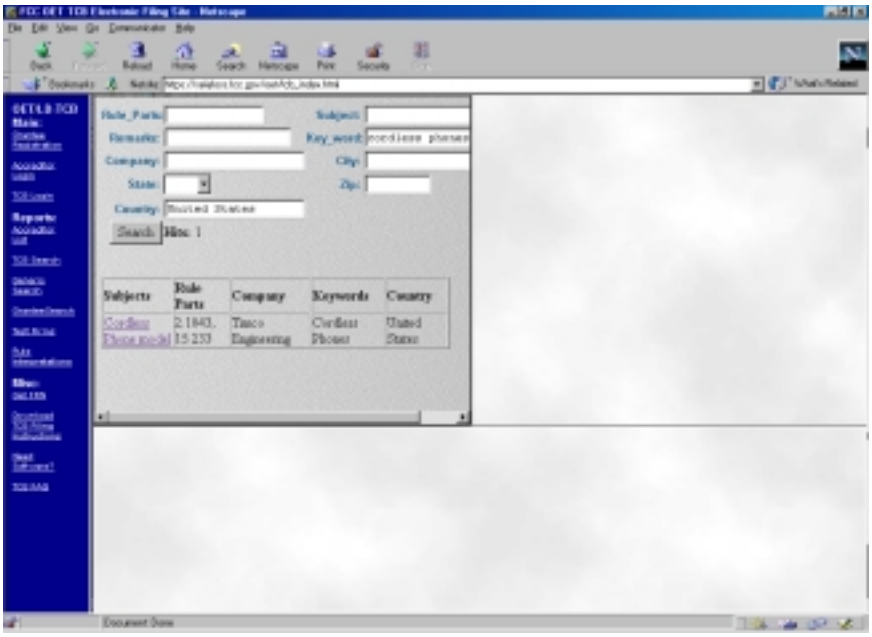
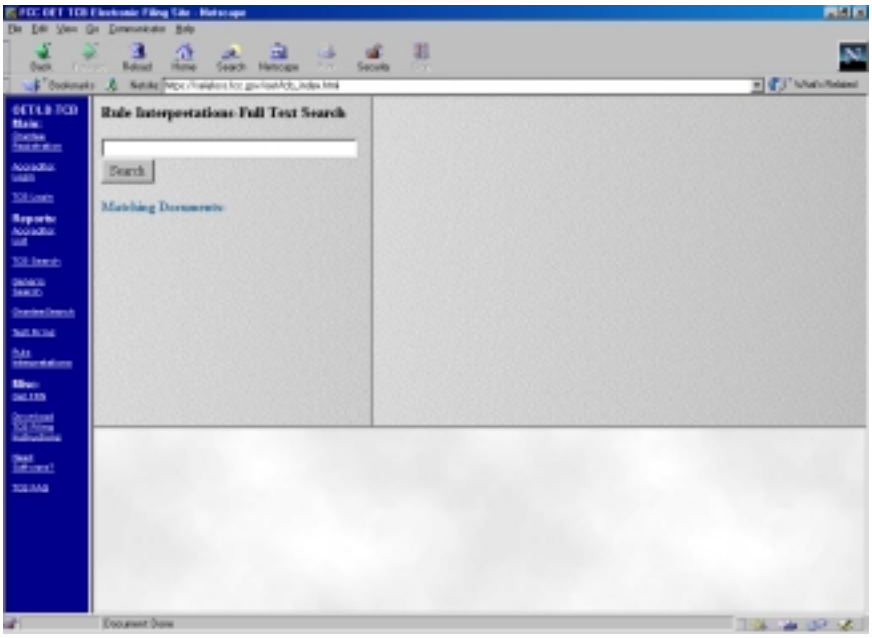


Exhibit 2-16 Index Query Search Results

To view a document in the result list, click on the document's subject hyperlink. A preview of the document will appear to the right of the result list.

2.5.2 FCC Rule Interpretations Full Text Search

The FCC Rule Interpretations Full Text Search window provides the user with the ability to perform a broader search.



To perform a search, type a word or several words in the search field and click on the **SEARCH** button. All matching documents containing the criteria will be listed.

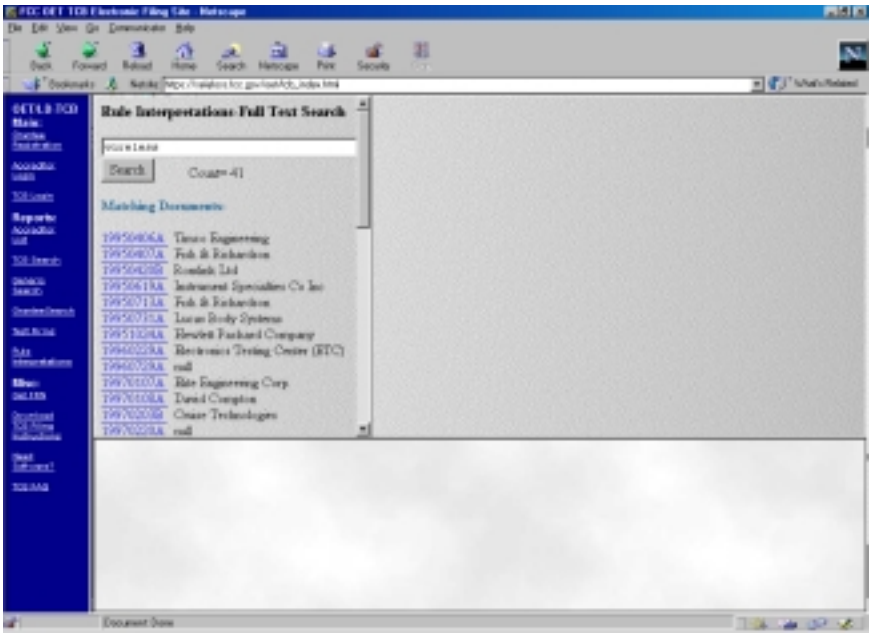


Exhibit 2-17 Full Text Search Results

To view a document in the result list, click on the document's hyperlink. A preview of the document will appear to the right of the result list.

3. ACCREDITORS

The FCC recognizes domestic and foreign TCB Accreditors to evaluate and accredit TCBs upon subsequent designation by the commission, TCB's may act on behalf of the commission to authorize equipment according to the FCC rules. The TCB web application allows Accreditors to perform the following:

- Register a new TCB (Section 3.2); and
- Modify an existing TCB (Section 3.3);

3.1 Accreditor Login

To log into the TCB Accreditor's web site click on the Accreditor Login hyperlink.

The Accreditor Login window appears:

Exhibit 3-1 Accreditor Login

The following fields appear on the form:

Field	Definition
Accreditor Login	Enter the login assigned when the Accreditor was registered by the OET.
Password	Enter the password associated with this Accreditor.

The following buttons appear on the form:

Button	Action
Login	Click on this button when ready to log to the web site after the login and password are entered.
Clear	Click on this button to delete information entered into

Button	Action
	the fields.
Forgot Password	Click on this button if you can not remember your password. A form requesting the Accreditor's login and the reset password phrase on record with the Commission will appear.

3.2 Registering a New TCB

The TCB web applications allows Accreditors to add a new TCB. To add a new TCB, click on the New TCB hyperlink.

The TCB Registration Form appears:

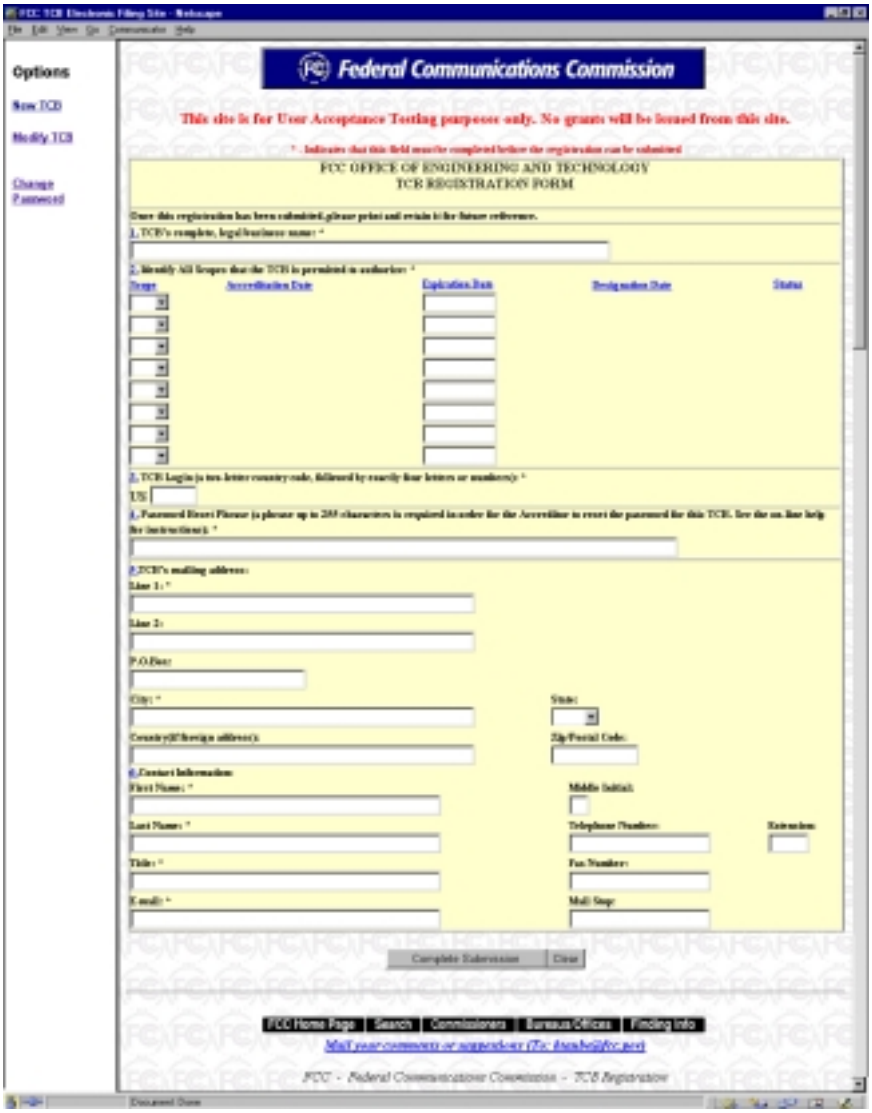


Exhibit 3-2 TCB Registration

The following fields appear on the form:

Field	Definition
The user must fill all fields marked with an asterisk (*).	
1. TCB's complete, legal business name	
TCB's business name*	Enter the TCB's full name.
2. Identify all scopes that the TCB is permitted to authorize	
Scope*	Select the level of certification.
Accreditation Date*	The date the scope is selected is automatically entered.
Expiration Date*	Enter the date the TCB's scope is no longer authorized
Designation Date	Enter the date the FCC designates.
Status	When entered the scope will automatically be assigned a pending status.
3. TCB Login	
TCB Login*	Enter the TCB's assigned login. It must be unique to the country code.
4. Password Reset	
Password Reset Phrase*	In order for the TCB to reset their password, they must enter a phrase that is unique. This phrase is required when the TCB forgets their password and they attempt to reset it to the original password. When the TCB logs in for the first time this phrase is required.
5. TCB's mailing address	
Line 1*	Enter the TCB's mailing address.
Line 2	Enter the TCB's mailing address (if applicable).
P.O. Box	If a post office box is provided, enter it into this field.
City*	Enter the TCB's city.
State	Select the applicant's state from the drop down menu.
Country	If the firm is located outside the United States of America, enter the country name in this field.
Zip/Postal Code	Enter the zip/postal code. This is an alpha-numeric field.
6. Contact Information	
First Name*	Enter the contact's first name.
Middle Initial	Enter the contact's middle initial, if provided.
Last Name*	Enter the contact's last name.
Telephone Number*	Enter the contact's complete telephone number. This is an alpha-numeric field. Enter the contact's telephone extension, if one is provided.
Title*	Enter the contact's title (e.g., Senior Product Engineer).
Fax Number*	Enter the contact's fax number. This is an alpha-numeric field.
E-mail*	Enter the contact's e-mail address. The e-mail address

Field	Definition
	format is as follows: name@company.ext
Mail Stop	Enter the contact's mail stop. This is useful when the mailing address is to a large company and the contact has an office or cubicle within the building that is not a part of the normal mailing address.

Once all the fields have been filled in, click on the **COMPLETE SUBMISSION** button. The application will verify that all the fields were properly completed. If any of the required fields were not properly filled in, a window will appear stating the missing required field(s).

3.3 Modifying a TCB

To modify the information previously entered for a TCB, click on the Modify TCB hyperlink.

Exhibit 3-3 Retrieving Existing TCB Data window

Enter the desired TCB's login and click on the **CONTINUE** button. The TCB Registration Form appears pre-filled with the TCB's current authorities.

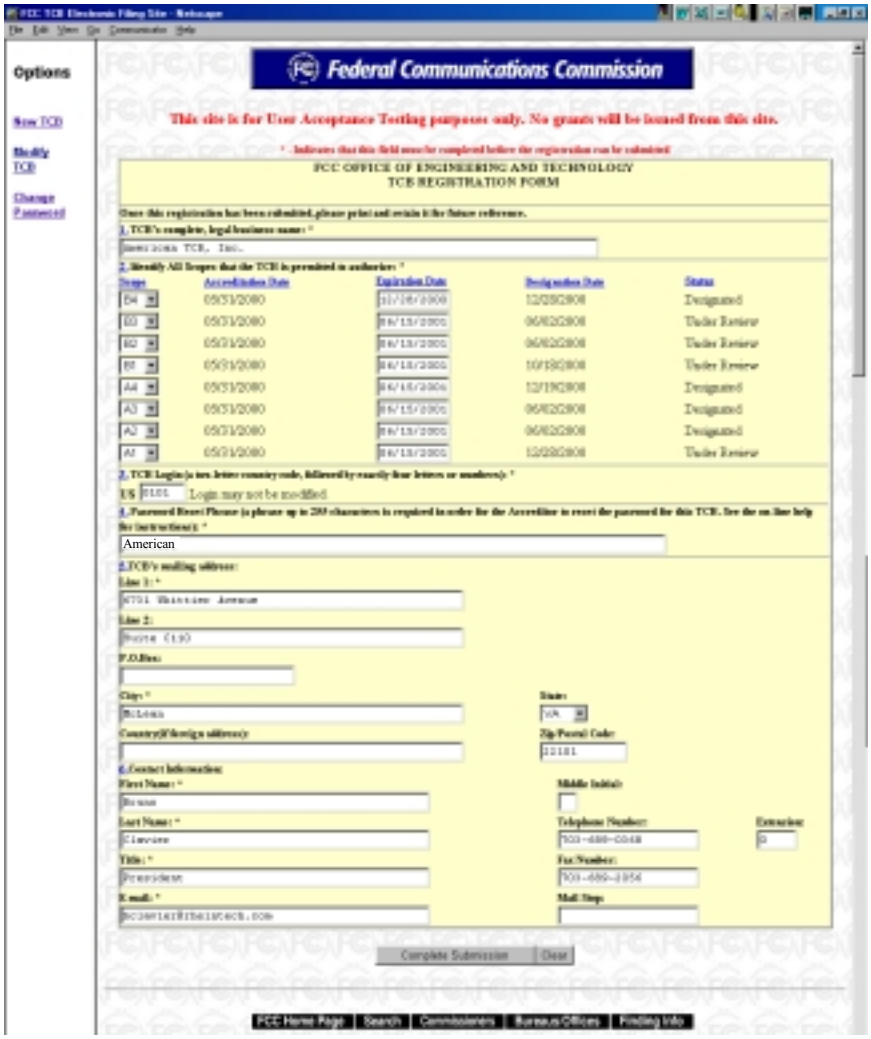


Exhibit 3-4 TCB Authorities Window

Update information as needed. When complete click on the **COMPLETE SUBMISSION** button. The application will verify that all fields were properly updated. If so, a confirmation window will appear:

Exhibit 3-5 TCB Registration Confirmation

3.4 Changing the Password

The Change Password option allows a user to modify the login password. To change the password, click on the Change Password hyperlink.

The first Accreditor Password reset form appears:

Exhibit 3-6 Accreditor Password Reset (Form 1)

The following fields appear on the form:

Field	Definition
Accreditor Login	Enter the login assigned when the Accreditor was registered by the OET.
Reset Password Phrase	Enter the password phrase selected when the login was first setup.

The following buttons appear on the form:

Button	Action
Reset Password	Click on this button when ready to login and change the password.
Clear	Click on this button to delete information entered into the fields.

When the **RESET PASSWORD** button is clicked the following form appears:

Exhibit 3-7 Accreditor Password Reset (Form 2)

The following fields appear on the form:

Field	Definition
Default Password	Enter the default password.
Reset Password Phrase	Enter the new desired password.
Confirm New Password	Re-enter the new desired password.

When all fields are filled click on the **CHANGE PASSWORD** button. A confirmation window will appear if the change was successful.

Exhibit 3-8 Password Confirmation Window

4. TCB

The TCB web application allows TCB's to perform the following:

- Complete Form 731(Section 4-2);
- Add Attachments (Section 4-3);
- Submit and respond to correspondence (Section 4-4); and
- Modify Exhibits (Section 4-8);

4.1 TCB Login

To log into the TCB's web site click on the TCB Login hyperlink.

The TCB Login window appears:

Exhibit 4-1 TCB Login

The following fields appear on the form:

Field	Definition
TCB Login	Enter the login assigned when the Accreditor registered the TCB.
Password	Enter the password associated with this TCB.

The following buttons appear on the form:

Button	Action
Login	Click on this button when ready to login to the web site.
Clear	Click on this button to delete information entered into the fields.

Button	Action
Forgot Password	Click on this button if you can not remember your password. A form requesting the TCB's login and the reset password phrase on record with the Commission will appear.

4.2 Completing Form 731

Form 731 is used to apply for equipment authorization. Form 731 can be accessed by either completing a Grantee Registration Form, then selecting the **PROCEED TO FORM 731** button or clicking directly on the Form 731 hyperlink.

Exhibit 4-2 Form 731 Sign-In Form (For entry into Form 731)

Field	Definition
The user must fill all fields marked with an asterisk (*).	
TCB FCC Registration Number (FRN) ***See Registration Number (FRN) Section 4.6**	Enter the FCC Registration Number owned by the TCB. The TCB submitting the application must obtain and specify this number when completing this application. (To obtain an FRN number, click on the Get FRN Number hyperlink.)
Applicant's FCC Registration Number (FRN) ***See Registration Number (FRN) Section 4.6**	Enter the FCC Registration Number owned by the applicant. The TCB submitting the Form 731 on behalf of the applicant must enter this when completing the application. (To obtain an FRN number, click on the Get FRN Number hyperlink.)
FCC ID*	Enter the three-character Grantee Code received after registering as an applicant with the Commission, followed by the Equipment Product Code. The Equipment Product Code (EPC) may not exceed 14 characters and should consist of any

Field	Definition
	combination of capital letters, Arabic numerals hyphens or dashes (-).
Name of Test Firm	Enter the name of the Test Firm. A search for a test firm can be performed based on search criteria with the Test Firm Search option.
Test Firm State	Enter the state of the Test Firm. This will narrow the possible entries for the test firm information fields on Form 731, thereby reducing the amount of time it takes to load and process the Form.
Test Firm Country	Enter the country of the Test Firm. This will narrow the possible entries for the test firm information fields on Form 731, thereby reducing the amount of time it takes to load and process the Form.
Application Contact Email *	Enter a valid e-mail address for the TCB requesting this equipment authorization. The e-mail address format is as follows: **name@company.ext**
Scope*	Select from the drop down list which authorization scope applies to this grant of equipment authorization. The authorization scopes listed are scopes that the TCB is permitted to use when authorizing equipment.

Once all the required fields have been filled in, click on the **CONTINUE** button. The sign-in form will verify that all the fields have been filled in properly; if so, Form 731 will open.

Form 731 is broken up into five screen shots with a brief description of each of the fields that the user needs to complete.

The first portion of Form 731 contains Items 1 through 5. The majority of the necessary information for Items 1 through 4 will pre-populate with the assigned Grantee Code information. This information can not be modified. If modifications are required contact the OET Laboratory with the incorrect and correct information, at the following address:

Federal Communications Commission
7435 Oakland Mills Road
Columbia, Maryland 21046
Attention: Bette Taube

Or fax the incorrect and correct information to: (301) 344-2050, Attention: Bette Taube or send an email to btaube@fcc.gov.

Exhibit 4-3 Form 731 Items 1 through 5

The following fields appear on the form:

Field	Definition
Item 1 – Applicant's complete, legal business name:	
Applicant's Name	Enter the applicant's name.
Item 2 – Applicant's mailing address:	
Applicant's mailing address	Enter the applicant's mailing address.
Item 3 – FCC ID	
Grantee Code	The Grantee Code is pre-populated from the information provided on the sign in page.
Equipment Product Code	Enter the Equipment Product Code (EPC) assigned by the company for the given product. The EPC can be a maximum of fourteen characters.
Item 4 – Person at the applicant's address to receive grant or for contact:	
First Name	Enter the first name of the recipient to receive the grant.
Last Name	Enter the last name of the recipient to receive the grant.
Title	Enter the recipient's title, if provided.
Email	Enter the recipient's e-mail address. The e-mail address format is as follows: **name@company.ext**
Item 5 – Instead of applicant, FCC is authorized to mail original grant to: ***[This field is not accessible since the FCC does not mail TCB grants]***	

The second portion of Form 731 contains Items 6 through 9. This information is not required to submit an application to the FCC; however, if a name is entered into the Technical or Non-Technical Contact Firm Name fields, the rest of the fields must be completed.

Exhibit 4-4 Form 731 Items 6 through 9

The following fields appear on the form:

Field	Definition
Item 6 – Technical Contact and Item 7 – Non Technical Contact	
Firm Name	Enter the Firm's name.
Telephone	Enter the technical contact's complete telephone number. This is an alpha-numeric field. Enter the contact's telephone extension, if one is provided.
Fax Number	Enter the technical contact's fax number in this field.
First Name	Enter the technical contact's first name in this field.
Last Name	Enter the technical contact's last name in this field.
Address	Enter the technical contact's address in this field.
P.O. Box	If a post office box is provided, enter it into this field.
City	Enter the technical contact's city in this field.
State	Enter the technical contact's state in this field.
Country	If the technical contact is located outside of the United States of America, enter the country in this field.
Zip/Postal Code	Enter the technical contact's zip and/or postal code in this field.
Email	Enter the technical contact's e-mail address. The e-mail address format is as follows: **name@company.ext**

Field	Definition
Item 8 – Confidentiality Click on the appropriate checkbox in response to the question.	
Confidentiality	If portions of the application being filed are to be considered confidential, click on the **YES** button. If no portion of the application being filed is to be considered confidential, click on the **NO** button.
Item 9 – Defer Grant ***[This field is not accessible since the FCC does not mail TCB grants]***	

The third portion of Form 731 contains Items 10 through 13.

Exhibit 4-5 Form 731 Items 10 through 13

The following fields appear on the form:

Field	Definition
Item 10 – Equipment Class	
Equipment Class	Select from the drop down list the equipment type for which the application is being filed.
Description of Product	Enter a brief description of the product for which authorization is being requested.
Item 11 – Application is for:	
Original Equipment	Click this checkbox if the FCC has not previously authorized the equipment.
Change in identification	Click this checkbox if an FCC ID change of presently authorized equipment is being requested. If selected, the original FCC ID and grant date must be provided.
Class II permissive change	Click on this checkbox if the FCC has previously authorized the

Field	Definition
	equipment listed in the application.
Item 12 – Is the equipment in this application: Click on the appropriate checkbox in response to the question.	
(a) Composite Device	If the equipment in the application is a composite device that is subject to more than one type of equipment authorization click on the **YES** button. If it is not subject to more than one type of equipment authorization click on the **NO** button. If the answer is yes, complete Item 12c.
(b) Associated Device	If the equipment in the application is part of a system that operates with, or is marketed with, another device that requires an equipment authorization, click on the **YES** button. If it is not part of a system that operates with, or is marketed with, another device that requires an equipment authorization, click on the **NO** button. If the answer is yes, complete Item 12c.
Related Application	Click on the appropriate checkbox if the devise is operated with other equipment requiring approval.
Item 13 – Name of Test Firm and Contact Person	
Firm Name	Select from the drop down list the Test Firm's name.
First Name	Enter the first name of the Test Firm's contact.
Last Name	Enter the last name of the Test Firm's contact.
Telephone	Enter the Test Firm contact's complete telephone number. This is an alpha-numeric field. Enter the contact's telephone extension, if one is provided.
Fax Number	Enter the Test Firm contact's fax number in this field.
Email	Enter the Test Firm contact's e-mail address. The e-mail address format is as follows: **name@company.ext**

The fourth portion of Form 731 contains Items 14 through 15.

Exhibit 4-6 Form 731 Items 14 through 15

The following fields appear on the form:

Field	Definition
Item 14 – Additional Text	
Specialize Grant Notes	In the text field enter any text that you would like to appear at the bottom of the Grant of Equipment Authorization
Item 15 – Section 5301 (Anti-drug abuse) Certification	
Drug Certification	Click on the appropriate checkbox in response to the question.

The fifth portion of Form 731 contains Item 16. The application must be dated, and bear the original signature of either an officer of the applicant, a designated employee of the applicant located at the applicant's address, or an authorized agent. A signature includes any symbol executed or adopted by the applicant with the intent that such symbol be a signature, including symbols formed by computer-generated electronic impulses.

Exhibit 4-7 Form 731 Item 16

The following fields appear on the form:

Field	Definition
Item 16 – Applicant Certification	
Signature of Authorized Person	Enter the name of the authorized person.
Title of Authorized Person	Enter the title of the authorized person signing the application (i.e., Senior Product Engineer).
Firm Name	Enter the name of the authorized person's company.
Telephone	Enter the authorized person's complete telephone number. This is an alpha-numeric field. Enter the authorized person's telephone extension, if one is provided.
Fax Number	Enter the technical contact's fax number in this field.
First Name	Enter the first name of the authorized person.
Last Name	Enter the last name of the authorized person.
Address	Enter the authorized person's address in this field.
P.O. Box	If a post office box is applicable, enter it into this field.

Field	Definition
City	Enter the authorized person's city in this field.
State	Enter the authorized person's state in this field.
Country	If the authorized person's is located outside of the United States of America, enter the country in this field.
Zip/Postal Code	Enter the authorized person's zip and/or postal code in this field.
Email	Enter the authorized person's address. The e-mail address format is as follows: name@company.ext

After successful submittal of the Form 731 Application, a Form 731 confirmation number will be assigned to the application. The confirmation number will be required when checking the status of a pending application, adding exhibit attachments, and replying to correspondence from OET.

Exhibit 4-8 Form 731 Confirmation

In addition to the confirmation number the following additional fields appear:

Field	Definition
Equipment Specifications (The required equipment specifications vary depending on the type of device.)	
Frequency Range	Enter the frequency/frequency range in megahertz (MHz). Example: If the frequency is 325 kilohertz (kHz), convert it to .325 megahertz.

Field	Definition
Rated RF power output	This item applies to transmitting equipment with power output that is measurable in watts.
Frequency Tolerance	Applies only to equipment that is not subject to Parts 15 and 18 under the rules.
Emission Designator	Applies only to equipment that is not subject to Parts 15 and 18 under the rules.
Microprocessor Model Number	Applies to digital devices that are subject to Certification under Part 15 of the Rules.

After successful submittal of the Form 731 Application, a confirmation window will appear stating the successful completion of Form 731.

Exhibit 4-9 Form 731 Submittance Confirmation Window

To view the grant, click on the **VIEW GRANT** button.

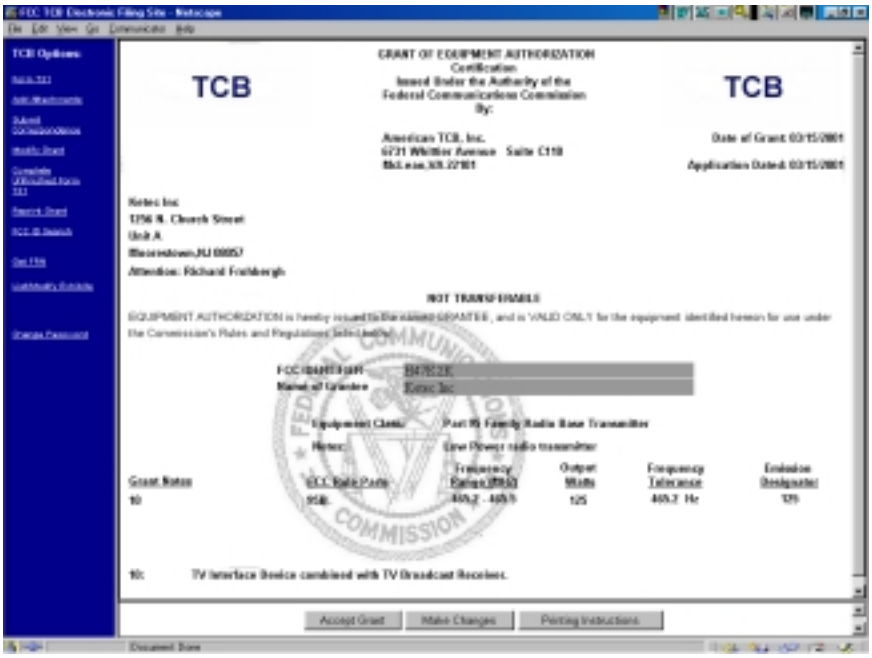


Exhibit 4-10 Grant Preview

The following buttons appear on the form:

Button	Action
Accept Grant	Click this button to accept the grant.
Make Changes	Click this button to modify the grant.
Printing Instructions	Click this button to view instructions on how to print the grant.

The grant should be printed at this point. The **ACCEPT GRANT** button must be clicked for the grant to become valid.

4.2.1 Completing an unfinished Form 731

The TCB web application allows the user to complete the Form 731 process at a later time. To complete an unfinished form, click on the Complete Unfinished Form 731 hyperlink. The FCC ID and the Form 731 confirmation number are required to return to the correct TCB Form 731 application.

4.2.2 Modifying a Grant

To modify a grant at a later time, click on the Modify Grant hyperlink. The FCC ID and the Form 731 confirmation number are required to return to the correct grant. Grants maybe modified by the TCB for up to 30 days from the grant date or while the FCC is auditing the application.

4.2.3 Reprinting a Grant

To reprint a grant at a later time, click on the Reprint Grant hyperlink. The FCC ID and the Form 731 confirmation number are required to reprint the grant. Only the TCB which issued the grant may reprint an original grant.

4.3 Adding Exhibits and/or Attachments

To add exhibits to an application the FCC ID and the Form 731 confirmation number are required. To add exhibits, click on the Add Attachments hyperlink. Attachments to a TCB application should be uploaded immediately, or the application may be dismissed. After 30 days from the grant date the system will no longer allow additions or modifications.

The following exhibit formats are acceptable for text exhibits:

- Microsoft Word (97 or earlier)
- Microsoft Excel (97 or earlier)
- WordPerfect (6.0 or earlier)
- Lotus 123

The following graphic types are accepted:

- Joint Photographic Experts Group (.jpg)
- Portable Document Format (.pdf)
- American Standard Code for Information Interchange (.txt)

The Exhibits sign-in form appears.

Exhibit 4-11 Exhibits Sign-in

The following fields appear on the form:

Field	Definition
Form 731 Confirmation Number	Enter the application's confirmation number received after completing Form 731.
FCC ID	Enter the three-character Grantee Code received after registering as a grantee with the Commission, followed by the Equipment Product Code listed on the Form 731.

Press the **PROCEED TO EXHIBITS FORM** button to begin the document submission process. Based on the information provided on the Form 731, a list of the minimum required exhibits for the application being filed is found on the Exhibits Form. More than one file per exhibit type is acceptable, but the submittal should be limited to a reasonable number of files. Also, confidential information should be located in the proper exhibit type, but in a separate file. Limiting individual file sizes to as small as possible decreases processing time and allows for smoother uploading of the file to the Commission, especially if you tend to have a slow internet connection. All applications should be divided into the relevant Exhibit types. Based on the information entered into Form 731, the Exhibits Form will display the minimum required exhibits.

The Exhibit Form appears.

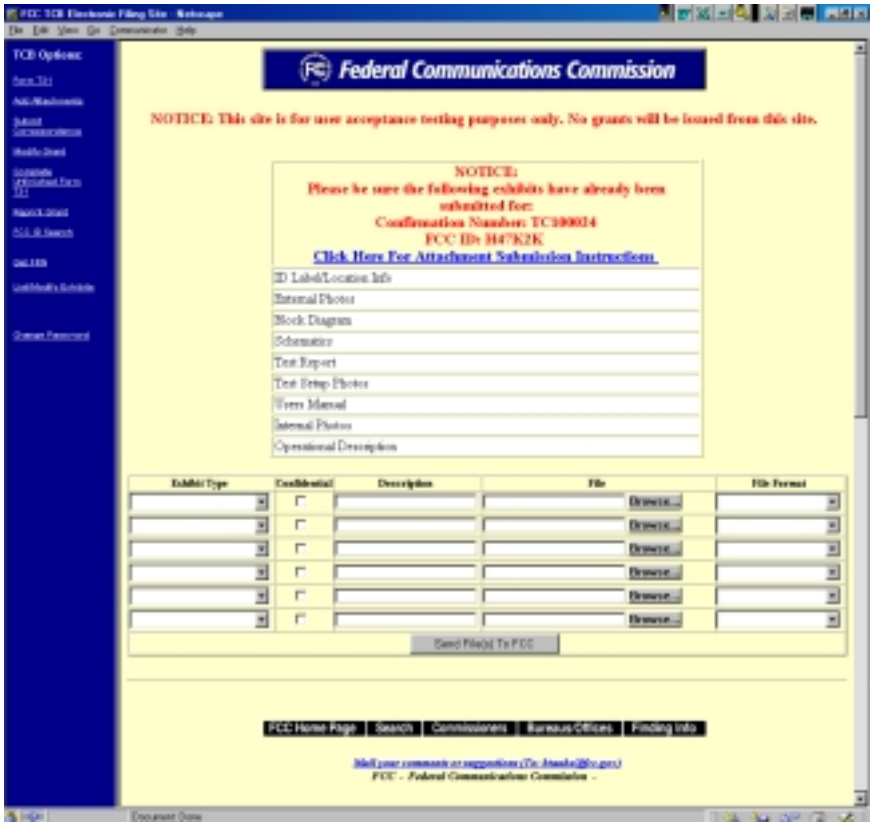


Exhibit 4-12 Exhibits Form

The following fields appear on the form:

Field	Definition
Exhibit Type	Select from the drop down list the appropriate exhibit type.
Confidential	Select this option if the attachment should be held confidential. Upon selection, one of two messages will appear: 1) Confidentiality may be granted on this exhibit type. 2) The selected exhibit type does not warrant that it be held confidential by the FCC. In

Field	Definition
	addition, this option will automatically be de-selected. In addition to checking this box, a justification of this request should be provided as a cover letter exhibit.
Description	Enter a brief, but specific description of the attachment to be uploaded.
File	Specify the actual file name to upload. Select the **BROWSE** button to search local or network hard drives for the file.
File Format	Select from the drop down list the type of file that is being uploaded. Do not attempt to send a file type that is not on the list.

Once all the steps are performed properly and the **SEND FILES TO FCC** button has been clicked, the FCC should receive the files where they will be stored with the corresponding application.

A confirmation window stating that the files were or were not successfully uploaded will appear. The confirmation window will provide a confirmation number, the FCC ID, and the date exhibits were loaded. It will also list each exhibit's status, file size, file description, exhibit type and file format. If unsuccessful, a reason will be provided. From the confirmation window additional exhibits may be submitted by clicking on the **SEND MORE EXHIBITS** button.

Exhibit 4-13 Exhibits Confirmation Window

4.3.1 Modifying Exhibits

To view the names of uploaded files and/or modify exhibits submitted with an application, click on the List/Modify Exhibits hyperlink. The Form 731 confirmation number is required to view a correct listing of submitted exhibits.

4.4 Submitting Correspondence

To respond to a request for additional information from the OET Laboratory click on the Submit Correspondence hyperlink.

NOTE: Do not use your regular e-mail software to **reply** to correspondence pertaining to applications.

The Reply to Correspondence form appears.

Exhibit 4-14 Reply to Correspondence Form

The following fields appear on the form:

Field	Definition
Form 731 Confirmation Number	Enter the Form 731 Confirmation Number. This was provided when Form 731 was submitted.
Reference Number	Enter the reference number provided on all OET created correspondence that requires a reply.
Comments	Enter comments and/or requested information.

To continue, click on the **CONTINUE** button. Once the system has saved your reply, the system will return the following message "Thank You. We have received your response."

4.5 FCC Identification Search

Searches for FCC Identification numbers to determine if they are pending; if they have been previously used; or to obtain the current status of a specific application by clicking on the FCC ID Search hyperlink.

The FCC ID Search window appears.

Exhibit 4-15 FCC ID Search Window

4.6 FCC Registration Number

Every entity doing business with the FCC that wishes to obtain a license, certificate, or submit FCC Remittance Advice Form 159 must obtain an FCC Registration Number (FRN) from the Commission Registration System (CORES).

If you do not have an FRN, you must register with CORES. To register with CORES, click on the Get FRN hyperlink, enter information about the entity and CORES will assign an FRN. The FRN and password will be displayed on the registration confirmation page. Print the registration confirmation for future reference.

NOTE: Presently, an FRN is not mandatory. A notice will be placed on the TCB/Accreditor web page when it becomes mandatory to register for and use an FRN. An FRN is not the same as a TIN, EIN or correspondence reference number.